

85-2535/1

OTE 85-7546

18-4

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence  
Executive Director  
Deputy Director for Administration

25X1 FROM:

Director of Training and Education

SUBJECT: Schedule for Career Trainee Graduation Ceremony,  
13 August 1985REFERENCE: Memo to DCI from D/OTE dtd 18 July 1985,  
Subject: Career Trainee Graduation Ceremony

1. The following schedule is submitted in connection with your participation in the Career Trainee Graduation Ceremony on 13 August 1985 at 1000 hours in Room 1A07 HQS:

0955 DDA arrives at your office to escort you to 1A07 HQS.

1000 Arrive at 1A07 HQS. DDA escorts you to your seat.

1000 DDA Introduction.

1005 DCI Remarks (from lectern).

At conclusion of remarks, DCI says something like: "... and now

25X1 [redacted] the Director of Training and Education will assist me in presenting the certificates."

DCI moves to center stage  
D/OTE moves to lectern.

1015 Presentation of Certificates  
(D/OTE reads names and hands certificate to DCI).  
The trainees will cross the stage from DCI's left and exit from the DCI's right.

UNCLASSIFIED WHEN SEPARATED  
FROM ATTACHMENT

CONFIDENTIAL

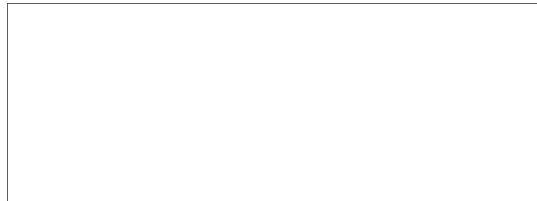
CONFIDENTIAL

SUBJECT: Schedule for Career Trainee Graduation Ceremony,  
13 August 1985

At the conclusion of the ceremony,  
the DDA will escort you to the rear  
of the room where we hope you will  
have a few minutes to chat informally  
with the Career Trainees before  
returning to your office.

2. Attached is a list of the trainees who will be honored  
at the ceremony and some proposed remarks for use in your talk.

25X1



Attachments

Distribution:

Orig - Addressee w/atts

1 - DDCI

1 - Exec Dir


1 - Exec Reg w/atts

2 - DDA

1 - DTE

1 - OTE Reg w/atts

1 - CTD/OTE w/atts

25X1 OTE/CTD  ew (8 August 1985)

CONFIDENTIAL

ROUTING AND TRANSMITTAL SLIP		Date
		24 July 1985
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EXO/DDA	<i>BM</i>	24.7
2. <del>ADDA</del>		
3. <del>DIA</del>		
4.		
5. DDA REGISTRY		
Action	File	Note and Return
Approval	For Clearance	For Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

cc: Director of Personnel

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

8041-102

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA  
FPMR (41 CFR) 101-11.6

85-2535

## ROUTING AND RECORD SHEET

SUBJECT: Career Trainee Graduation Ceremony

25X1	FROM	Director of Training and Education 1026 C of C		EXTENSION	NO.
25X1	TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	DATE 18-4
		RECEIVED	FORWARDED		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1.	ER 7E12 HQS				<p>To DCI &amp; DDCI:</p> <p>This will be the first ever overall CT graduation exercise. Hereafter, the ops course graduation was the graduation. But since many of the CTs do not go to the ops course, I and the DDC have felt that another ceremony would be a good symbolic gesture. If the timing is not right, we can fix.</p>
2.					
3.	Executive Director				
4.					
5.	DDCI				
6.					
7.	DCI				
8.					
9.	D/OTE 1026 C of C				
10.					
11.					
12.					
13.					
14.					
25X1	15.				


OTE 85-7535  
1 \* JUL 1985

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence  
Executive Director  
Deputy Director for Administration

25X1 FROM:   
Director of Training and Education

SUBJECT: Career Trainee Graduation Ceremony

25X1 1. We would like to schedule a graduation ceremony for approximately  career trainees who have recently completed the program and to invite you to address the group at this time. In the past, you have participated in the swearing-in ceremony for career trainees on their first day in the Agency, but have not met with them at the conclusion of the program. These graduating trainees represent all four directorates; their training program lasted about one year.

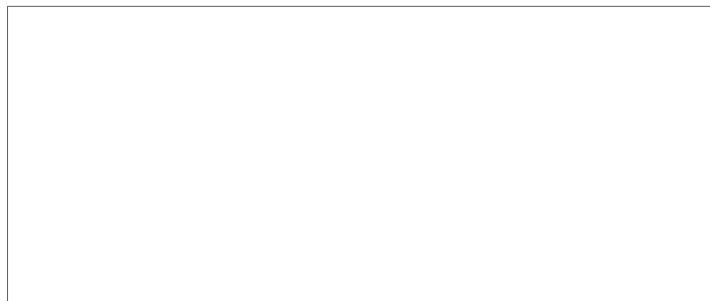
2. We would like you to make some brief remarks of an inspirational nature and to participate in presenting program certificates and a congratulatory letter to individual career trainees. Because these people are just beginning their careers in the Agency, we suggest you focus on what they can do to solve problems rather than on the problems themselves.

3. We have reserved Room 1A07 Headquarters for the morning, on both 13 and 14 August 1985. We propose 10 o'clock as the time for the ceremony on either day, depending on your schedule.

4. A listing of graduates and a sample certificate and letter are attached.

25X1

Attachments:  
As Stated



CONFIDENTIAL

SUBJECT: Career Trainee Graduation Ceremony

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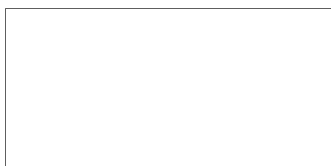
I agree to address the graduating career trainees on  
13 August 1985 at 10 o'clock.

I agree to address the graduating career trainees on  
14 August 1985 at 10 o'clock.

I will meet with the graduating career trainees but  
prefer a different date/time.

I am sorry to decline.

25X1



24 JUL 1985

**SUBJECT: Career Trainee Graduation Ceremony**

\_\_\_\_\_ I agree to address the graduating career trainees on  
13 August 1985 at 10 o'clock.

\_\_\_\_\_ I agree to address the graduating career trainees on  
14 August 1985 at 10 o'clock.

\_\_\_\_\_ I will meet with the graduating career trainees but  
prefer a different date/time.

\_\_\_\_\_ I am sorry to decline.

**Distribution:**

Orig - Addressee (return to DTE) w/atts

1 - DDCI

1 - Exec. Dir.

1 - Exec. Reg. w/atts

2 - DDA

2 - DTE

1 - OTE Reg. w/atts

1 - CTD/OTE w/atts

25X1 OTE/CTD [redacted] ew (17 July 1985)